

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

DATE: 11 July 1956

TO : Chief, Plans and Policy Staff

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #28  
6 July through 12 July 19561. SIGNIFICANT ITEMS

On 26 June 1956 Clerical Induction Training began administering the official Agency tests for typing and shorthand to Entrance-on-Duty employees; and on 2 July the Clerical Refresher Training section began to administer the Agency typewriting and shorthand tests to employees who are already on Agency assignments.

2. OTHER ACTIVITIESa. Clerical Training

(1) During the week of 2 July there were 141 people in Clerical Induction Training and 14 people in Clerical Orientation.

(2) Clerical Refresher #61 began on 9 July with 29 students enrolled from the following components: DDP, 12; DIS, 12; DDI, 5.

(3) Of 78 new employees recently given the official Agency shorthand test, 25 qualified; of 156 new employees given the official Agency typing test, 59 qualified.

b. Instructor Training

25 YEAR RE-REVIEW

Nothing to report.

c. Administrative Training

(1) The Tradecraft Day in Administrative Procedures was handled by various members of the staff because Mr. [ ] who normally presents this material, is on military leave.

(2) Miss [ ], a summer employee, reported on 3 July.

d. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

SECRET

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e. Orientation and Briefing

(1) On 5 July the CIA Introduction Program was conducted for 51 people.

(2) A special briefing for the new Chief of Security of the Department of State, Mr. Edward Bailey, has been tentatively scheduled for Monday, 13 August.

(3) Official approval has been received for G/OB to speak to the Marine Air Reserve Training Command Intelligence personnel at Cherry Point, N. C., on 25 July.

f. Reading Improvement

Nothing to report.

g. Management Training

(1) Basic Management #26 began 9 July with eleven students enrolled from the following components: DDP, 1; DDS, 4; DDI, 5; Cable Secretariat, 1. The small enrollment is probably explained by the deferral of the regularly scheduled June presentation and the beginning of the vacation season.

25X1

(2) On 9 July Miss [ ] returned from a two-week workshop, "Therapeutic Approach in Working with Individuals and Groups," at the University of Chicago.

h. Basic Orientation

(1) Approximately one hundred people, in addition to the Basic Orientation class, attended the Intelligence Products Exhibit which was held 10 July. The Visual Aids Staff/TR prepared a new exhibit for Graphics Register/OCR for this showing; VAS is to be commended for the excellence of this particular exhibit as well as for the fine support rendered in the past.

25X1

(2) Mr. [ ] joined the staff of Basic Orientation on Friday, 6 July.

i. Intelligence Training

Nothing to report.

j. Personnel Notes

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(1) Mrs. [ ] is on two weeks' vacation.

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(2) Miss [ ] is on two weeks' annual leave, and [ ] are on two weeks' active duty (USAF).

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